



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date October 28, 1975		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV - 6 1975 74-142-A DEC 22 1975	
2. Agency Application No. OAS - 8		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Administrative Services, internal audit unit 270 Washington Street Atlanta, Georgia		4. Person to Contact James L. Maher	
5. Working Title Mgt. Analyst		6. Tel. No. 6674			
7. ACTION REQUESTED TO AMEND STANDARD # 74-142 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input checked="" type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1974-1975		9. Exact Series Title INTERNAL AUDIT OPERATIONS FILE			
10. What is the function of the office in which this record series is created? The Internal Audit unit is responsible to review and report on the general and field offices' compliance with policies and procedures established by the Office of Administrative Services.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: conducting and reporting the results of audits of the general and field offices. Included are: Internal Audit Reports, correspondence, memorandums, trip itineraries, work sheets and drafts, and all other material related to conducting and reporting on internal audits. File is arranged: chronologically by fiscal year; thereunder alphabetically by activity.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		4		One	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [X] []
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept (see below)

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.

- [X] Other: (Specify) A. Internal Audit Report File: Retain in current files area until follow-up audit on facility is completed; place superseded audit report in inactive file; cut off inactive file each fiscal year; destroy inactive file. *at end of*
- B. Internal Audit Office Administrative File: Cut off file each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 1 year; then destroy. *at end of*

Records Management Officer (Signature) <i>John Deane</i>		Date <i>10/28/75</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee		<i>J. Hamilton</i>	<i>11-3-75</i>
	[X] Approved [] Disapproved		<i>William M. Dixon</i>	<i>12-17-75</i>
	State Auditor/Designee		<i>Carroll Hart</i>	<i>12-16-75</i>
	[X] Approved [] Disapproved		<i>Robt. J. Hill</i>	<i>12-19-75</i>
STATE RECORDS COMMITTEE	Secretary of State/Designee			
	[X] Approved [] Disapproved			
	Attorney General/Designee			
	[X] Approved [] Disapproved			



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1. Application Date 5/3/1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY - 9 1974	Application No. 74-142
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Administrative Services 270 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Mr. Marvin Massey	Date Completed MAY 20 1974
		5. Working Title Internal Auditor	6. Tel. No. 656-2775

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1970-date	9. Exact Series Title INTERNAL AUDIT REPORT FILE
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10. What is the function of the office in which this record series is created?

The Office of Administrative Services provides centralized administrative services for the Department in the areas of accounting, personnel, and general services which includes budgeting, purchasing, property control, records management, and general office services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the review and report of accounting procedures in the general office and field units of the Department.

Included are: memorandums, receipts, reports, reconciliations, and various administrative and accounting documents used in the internal auditing procedures.

File is arranged: by fiscal year; thereafter alphabetically by unit of origin.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	12	1 3/4		1	1 3/4
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				1	1
				Preceding Year's	All Prior Years
				1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [X] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [X] |
| 15. Is the information contained in this series ever summarized or published?
Some information in this series is used to prepare the State audit report. | [X] | [] |
| 16. Does the series contain classified information requiring security handling? | [] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [X] |
| 18. Could the function be performed if the files were lost or destroyed? | [X] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [X] |
| 20. Does the record series provide data as input to an EDP file? | [] | [X] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [] | [X] |

24. **REQUIREMENTS.** The following requires the files to be kept 2 3 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [X] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

(see below)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:

Hold in CFA 2 years or until State audit and internal audit procedures are completed, whichever is later; Then destroy.

Record series must be retained until both the State audit and internal audit procedures are completed.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Deam</i>	5/3/1974		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>William M. Dyer</i>	5/3/74
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Dyer</i>	5-15-74
STATE RECORDS COMMITTEE	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	5-14-74
	Attorney General/Designee [X] Approved [] Disapproved	<i>K. D. D. Shell</i>	5-16-74